


# California Federal Programming Group (CFPG)

October 8, 2003

		<p><b>October 8, 2003</b> 10:30 – 12:30</p> <p><b>Caltrans HQ</b> 1120 N St. Room 2116 Sacramento, CA Muhaned Aljabiry (916)654-3521 Abhijit Bagde (916)654-3638</p>	
		<p><b>Meeting called by:</b> Rachel Falsetti <b>Facilitator :</b> Muhaned Aljabiry <b>Recorder/Time Keeper:</b> Abhijit Bagde</p>	
		<p><b>Agenda topics</b></p>	
Item	Description	Time	Presentor
1	Topics/Agenda/Introductions	10:30	M. Aljabiry
2	Ground Rules	10:35	M. Aljabiry
3	Announcements / Approval of the 08/26/03 CFPG meeting minutes.	10:40	All
4	<p>Follow-Up Items from last meeting:</p> <ul style="list-style-type: none"> <li><b>a.</b> Implementation of changes in CTIPS to include cost in respective Capital cost.</li> <li><b>b.</b> Combined projects in CTIPS- can it be done automatically</li> <li><b>c.</b> How to obtain unobligated balances information for High Priority and Demo Funds.</li> <li><b>d.</b> Update on Financial planning</li> <li><b>e.</b> Update of contact list on FTIP web site.</li> <li><b>f.</b> Grouped Projects and Minor Change draft guidelines</li> <li><b>g.</b> Conformity documentation guidance for TIP/STIP amendments</li> <li><b>h.</b> Procedures flow chart for Multi State MPO FTIP/FSTIP adoption and amendment procedures.</li> </ul>	10:45	<p>D. Nguyen 10-08-03</p> <p>D. Nguyen 10-08-03</p> <p>M. Aljabiry 10-08-03</p> <p>A. Bagde/W. Hobbs 10-08-03</p> <p>All 10-08-03</p> <p>W. Hobbs 10-08-03</p> <p>J. Mazur 10-08-03</p> <p>W. Hobbs 10-08-03</p>
5	Annual listing Taskforce Progress Report	11:10	R. Ayala
6	Financial Constraint of the FSTIP-	11:20	M. Aljabiry

7	TEA 21 update	11:35	W. Hobbs
8	Should a STIP/SHOPP R/W Capital Outlay and Engineering Entry carry over from the 2002 FTIP to the 2004 FTIP for HQ R/W or HQ Federal Aid to obtain Federal reimbursement after project construction is completed?	11:50	D. Mccarney-CT R/W R. Steen- CT Fed. Resources
9	Impact of 2004 FTIP submittals given the 2004 STIP adoption date	12:10	S. Kim/ J. Asuncion
	Open Forum & Next meeting date and location Nov. 18, 2003 CT-HQ Room 2116	12:25	All

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P= In person=36

T= By telephone=15

N= Not attending

Blank = No response

## **CALIFORNIA FEDERAL PROGRAMMING GROUP (CFPG)**

### **MEETING MINUTES – October 8, 2003**

The CFPG meeting was held at Caltrans Headquarters in Sacramento from 10:30 to 12:30.

There were 51 attendees

#### **1. Topics/Agenda/Introductions:**

Meeting started with self-introduction of attendees and review of the agenda items.

Item No. 10 was deleted from the agenda and Item No. 11 was postponed to future meeting.

#### **2. Ground Rules:**

Muhaned Aljabiry went over the following ground rules for the meeting.

- Since there are phone participants, everyone who speaks should state his/her name and agency.
- Keep comments as brief as possible
- Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
- Turn off cell phones and limit interruptions
- This is a forum to hear everyone's concerns comments and suggestions. Please make sure your voice is heard.
- Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
- Respond to follow up items and meeting notices by the deadlines.
- Except for follow up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record".

#### **3. Announcements:**

Muhaned introduced Rachel Falsetti as the new Office Chief for the Office of Federal Transportation Management Program. Doug Nguyen introduced Shaun Ng as a new staff person to the CTIPS Office. Shaun will work with Financial Analysis and day to day operations in CTIPS Office.

#### **4. Follow-up items from the last meeting:**

- a. Implementation of changes in CTIPS to include associated support cost in respective Capital cost:

At present support costs for the right of way and construction phases are lumped into PE in the FTIP. Therefore, when STIP/and SHOPP projects are transferred into FTIP through the transfer mechanism in CTIPS, the support costs are also lumped into PE. Few MPOs as well as Caltrans district staff have expressed that the support cost should be part of the respective phase and should automatically be combined with the respective capital phase when the projects are transferred from the STIP and SHOPP into the FTIP.

Doug mentioned that CTIPS will be modified prior to the next FTIP adoption (April/May of 2004) to accommodate the above change. Office of Federal Transportation Management Program (OFTMP) will

notify MPOs prior to the implementation in CTIPS to make sure the change is desired. OFTMP will write a letter requesting concurrence from all MPOs. Note: STIP page will remain unchanged.

**b. Combined projects in CTIPS- can it be done automatically:**

Sookyung Kim asked how could MPOs handle split or combining of projects in CTIPS, as currently it needs to be done manually.

Doug Nguyen distributed and explained the flowchart outlining the automatic process for “split/combine” of STIP and SHOPP projects in CTIPS (See Handout 1).

Raymond Odunlami asked if the automatic process would work for the local projects. Doug said that it needs to be done manually in CTIPS.

**c. How to obtain unobligated balances information for High Priority and Demo Funds:**

Muhaned stated that he had forwarded this information (received from Caltrans Local Assistance) to CFPG members by e-mail and also asked MPOs to let him know if they need any additional information.

**d. Update on Financial planning:**

Abhijit Bagde stated that the State, FHWA and FTA have been working on compiling the financial planning guidelines for the Regional Transportation Plan and FTIP, and would release the draft guidelines to MPOs by end of October 2003. The final document to be released by April 2004. Wade Hobbs stated that the document would include provisions from various regulations and checklists of items /documents an MPO would be required to include.

**e. Update of contact list on FTIP website:**

Muhaned Aljabiry asked the group to check the information on the FTIP website and let him know of any changes (See Handout 2).

**f. Grouped Projects and Minor Change draft guidelines:**

Wade Hobbs told the group that the draft guidelines would be ready by next CFPG meeting and would be first discussed with the task force prior to distributing it to the group.

**g. Conformity documentation guidance for TIP/STIP amendments:**

Wade mentioned that Jean Mazur was working on the draft guidance on air quality conformity and would be made available to the group along with the above guidelines (f).

**h. Procedures flow chart for Multi State MPO FTIP/FSTIP adoption and amendment procedures:**

Wade Hobbs talked about the flow chart that outlines the FTIP/FSTIP adoption and amendment procedures for an MPO region covering multi states. Muhaned Aljabiry to distribute the flow-chart to the group.

**5. Annual listing Taskforce Progress Report:**

Rosemary Ayala discussed the following issues:

**1. Changes to FTA’s “TEAM” database to accommodate MPO ID/CTIPS ID:**

Ray Sukys expressed difficulty in incorporating changes to TEAM database. Ted Mately will follow-up on the issue. Rosemary to set up Task Force Meeting to further discuss this matter.

**2. Adding new fields to the FADS database:**

Randy Steen mentioned that the work was in progress to add new fields (CTIPS ID, PPNO) to the FADS database. He did not mention any timeframe for the implementation. Meanwhile, Bob Swenson will run these reports for the MPOs.

Steve Guhin asked how MPOs could report to FHWA/FTA for the annual obligation information. Randy to provide the obligation data by end of November 2003. Abhijit mentioned that this information would

be similar to what MPOs received last year. Wade mentioned that this format would be acceptable to FHWA.

#### **6. Financial Constraint of the FSTIP:**

Muhaned presented the background information on this matter which included the reference to the letter sent to the State dated August 8, 2003 by FHWA/FTA and the achievements of the Financial Constraint committee to date. He also mentioned the greater flexibility given to the State by FHWA/FTA in approving Administrative Amendments. Muhaned referred the group to the "Question/Answer" handout prepared by FHWA/FTA (See Handout 3).

Diane Nguyen expressed concerns with the STIP funding shortfall and TCRP deficit with respect to the new State Budget and Fund Estimate, and she had the following concerns:

1. What steps MPO can take to demonstrate the financial constraint of its FTIP?
2. If specific federal programs e.g. CMAQ, HBRR can be exempted from demonstrating the financial constraint?

Ray Sukys asked if the State was planning on developing an intermediate revision to the financial assumptions for FSTIP so that it could demonstrate the financial constraint of the FSTIP. Rachel Falsetti mentioned that State is not currently working on any plan that would enable it to demonstrate the financial constraint of FSTIP.

Wade Hobbs mentioned that if an MPO could demonstrate financial constraint for its FTIP, FHWA would adopt it as part of FSTIP and that particular MPO could amend its FTIP through Formal Amendment, if needed. Mayela Sosa mentioned that the entire FSTIP need not be reprioritized, but Caltrans should provide financial information per MPO as needed.

Jim Nicholas agreed with the suggestion but also expressed that Caltrans would like to know what financial constraint requirements to be satisfied to effectively update FTIPs by MPO.

Diane Nguyen asked if AB 3090 agreement prior to California Transportation Commission's (CTC) could be accepted as reasonably expected funds to demonstrate the financial constraint.

Rachel Falsetti suggested that the State would set up a Financial Constraint Committee meeting to discuss further to explore various options MPOs could use to demonstrate financial constraint.

Muhaned and Abhijit suggested that in the interim MPOs should discuss amendments with the Office of Federal Transportation Management Program prior to taking their amendments to their Board/Executive Director for approval.

#### **7. TEA 21 Update:**

Wade provided the update that the U.S. Congress has extended the current TEA 21 Authorization for five months (through March 2004) with new Contract Authority. Obligation Authority to follow new Contract Authority.

#### **8. Should a STIP/SHOPP R/W Capital Outlay and Engineering Entry carry over from the 2002 FTIP to the 2004 FTIP for HQ R/W or HQ Federal Aid to obtain Federal reimbursement after project construction is completed:**

Muhaned Aljabiry gave a brief background that this question was raised by Paul Fagan from caltrans District 8 which raises the issue of even though construction has been completed on some projects, there is still R/W and utility work to be performed. In this case reimbursement for such work will not occur unless the project is in the TIP. In some cases such projects were not carried over in the next TIP, which required amendments to put them back in the TIP.

Dennise Mccarney mentioned that her office conducted statewide training with regard to the programming of right of way phase. She recommended that Caltrans Districts should review the FTIP for ongoing/completed projects to find out if R/W work was completed or not. If it is not completed

then District R/W Office to discuss with the project manager to move unexpended funds to the next FTIP cycle.

Denise also mentioned that R/W authorization is for each parcel and each utility company. If discovered that certain parcel(s) had been missed for a completed project and the funds were not in current FTIP, R/W would not be able to authorize it for federal reimbursement. Denise also distributed a handout that described information on programming of R/W phase with respect to FTIP (See Handout 4).

Randy Steen mentioned that if certain projects are completed, it is up to MPO whether to carry over projects into next FSTIP cycle.

John Stramaglia mentioned that some SB 45 projects have been removed from STIP even though the projects were still in the right of way phase. Muhaned responded that he would talk to the STIP Office to find how they deal with this issue.

**9. Impact of 2004 FTIP submittals given the 2004 STIP adoption date:**

Sookyung Kim asked how 2004 STIP adoption in August 2004 would affect 2004 FTIP adoption and what steps MPO needs to take.

Rachel Falsetti mentioned that the State and FHWA are planning to conduct a workshop on November 19 in Sacramento to address air quality conformity and programming issues related to 2004 FSTIP. The workshop would include participants from the state, FHWA, FTA, few MPOs and representatives from various Air Quality Management Districts. Outcome of the workshop will be distributed to the group.

Greg Wong mentioned that CTC would conduct STIP Hearings in May/June of 2004. He also mentioned that David Brewer of CTC would notify RTPAs of any flaws in RTIPs earlier and MPOs would have good draft of STIP projects by May/June of 2004.

**Open Forum & Next meeting date and location Nov. 18, 2003 FTA:**

The next CFPG meeting will be at FTA's office in San Francisco on November 18, 2003.

Muhaned suggested to host future CFPG meetings in Sacramento (at Caltrans, FHWA or SACOG) as many agencies have limited travel budget. Raymond Odunlami also volunteered to host the CFPG meeting at MTC. **(NOTE: NOVEMBER 18 MEETING HAS BEEN MOVED TO SACRAMENTO).**

**Regional ITS Architecture Requirements by April 2005:**

Leigh Levine asked if Frank Cacinni of FHWA could give a presentation at the next CFPG meeting.

Leigh would confirm it with Muhaned later. Leigh will give more information about the presentation content so CFPG members can decide if this is appropriate forum.

**Follow up items:**

<u>Item</u>	<u>By</u>	<u>Due Date</u>
1. Financial Planning Guidelines	CT, FHWA & FTA	October 31, 2003
2. Letter to survey whether they support CTIPS support cost reporting change	CT	October 31, 2003
3. Notifications to MPOs prior to change in CTIPS for support costs to combine with Capital costs (if survey above is "Yes")	CT	May/April 2004
4. Grouped projects and minor change draft guidelines	FHWA	By next CFPG mtg.
5. Set up meeting Possibility of changes to TEAM database to accommodate CTIPS ID, MPO ID	SCAG	no date
6. Set up financial constraint committee mtg. to explore alternatives to make FTIPs financially constraint	CT	no date
7. Information to MPOs on ITS Presentation	CT	October 24, 2003